



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Supply Country Liquor (sealed bottle) to
Retail Licensee***

(Excise Department)

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1. Overview

The Single Window Portal is envisioned as a unified digital platform that facilitates investors, entrepreneurs, and businesses in accessing various industrial services and approvals through a simplified, transparent, and time-bound process.

Purpose: This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Supply Country Liquor (sealed bottle) to Retail Licensee (C.S. 1 License) process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

2. How to Get Started

Enter the application URL (<https://oneclick.cgstate.gov.in>) in the browser and the page navigates to the Home page of the SWS application.

3. How to Login

The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2**.

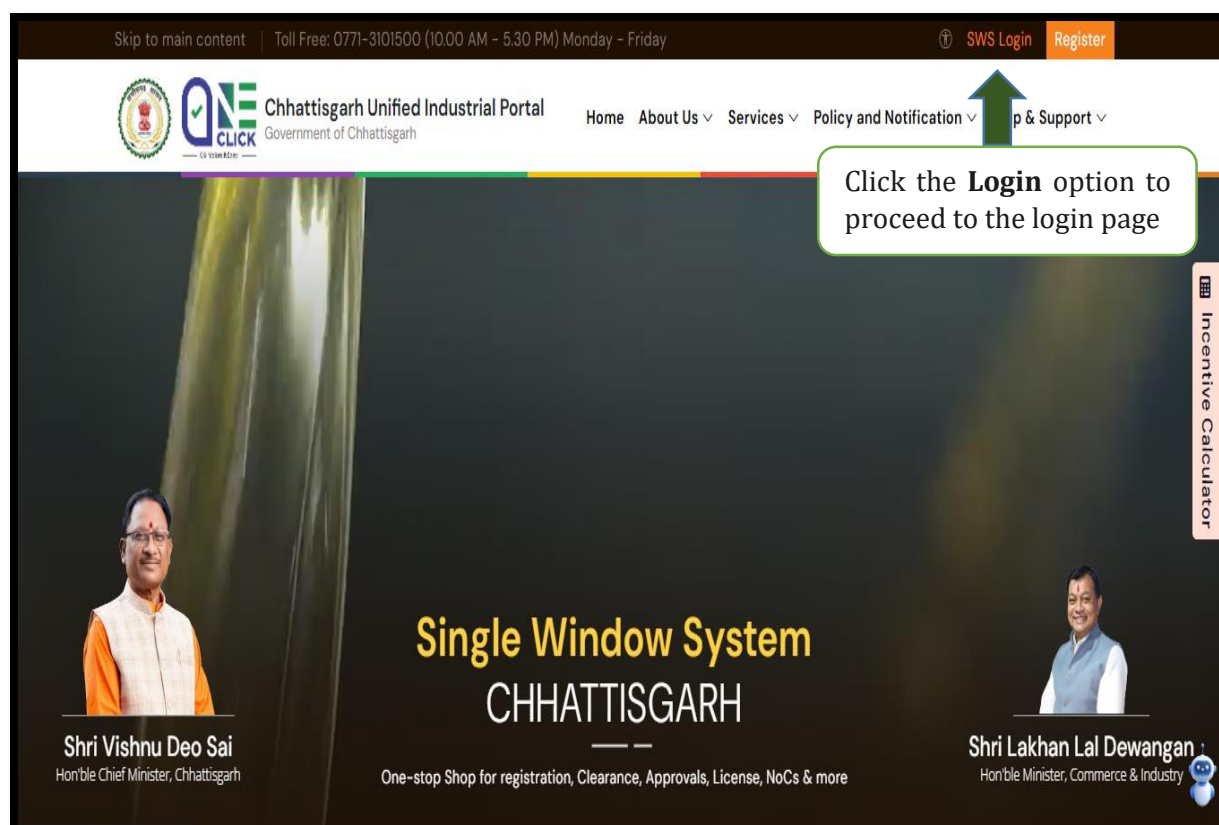


Figure 3.1: Homepage Screen



Department of Commerce & Industries
Government of Chhattisgarh

The Department of Commerce and Industries, Government of Chhattisgarh is a pivotal body responsible for the promotion and development of trade, commerce, and industrial growth within the state of Chhattisgarh, India.

Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

Login

User Name

Captcha

[Forgot User Name?](#) [Register](#) [Back to Home](#)

For technical support please contact us at invest-support@cg.gov.in

Figure 3.2: Login Screen (A)

The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.

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Login

OR

[Back to Login](#) [Forgot Password?](#)

For technical support please contact us at invest-support@cg.gov.in

Figure 3.3: Login Screen (B)

4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.



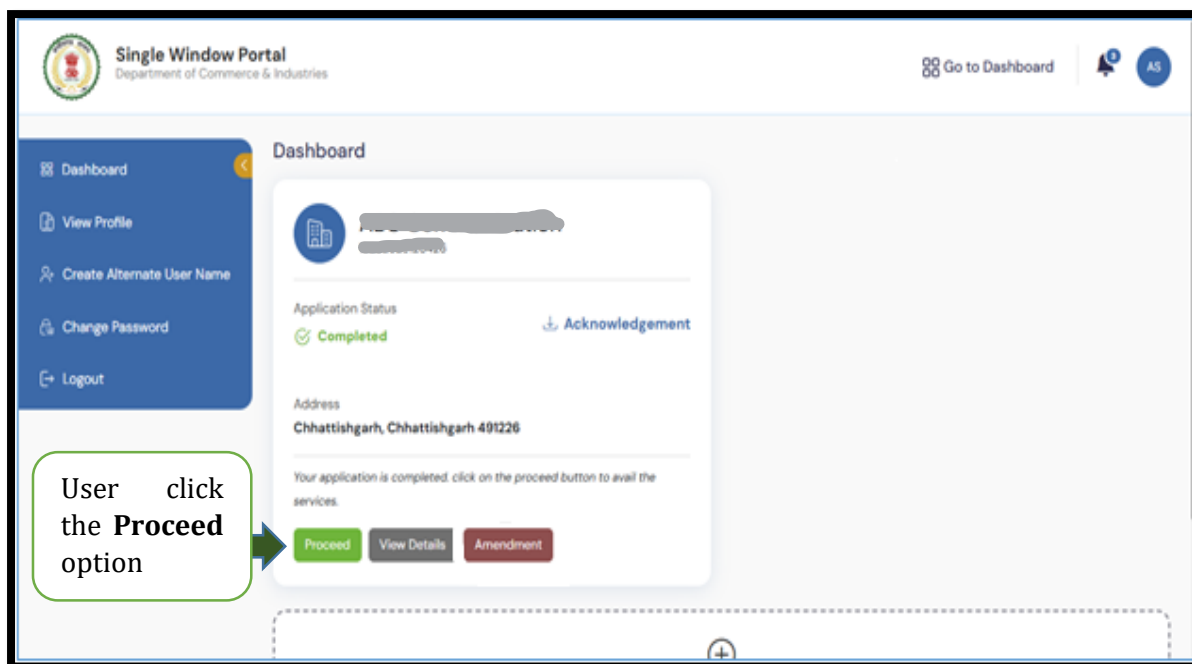


Figure 4.1: Dashboard Screen

In the services page, refer to **Fig. 4.2** and the Department or Services options in the Services section.

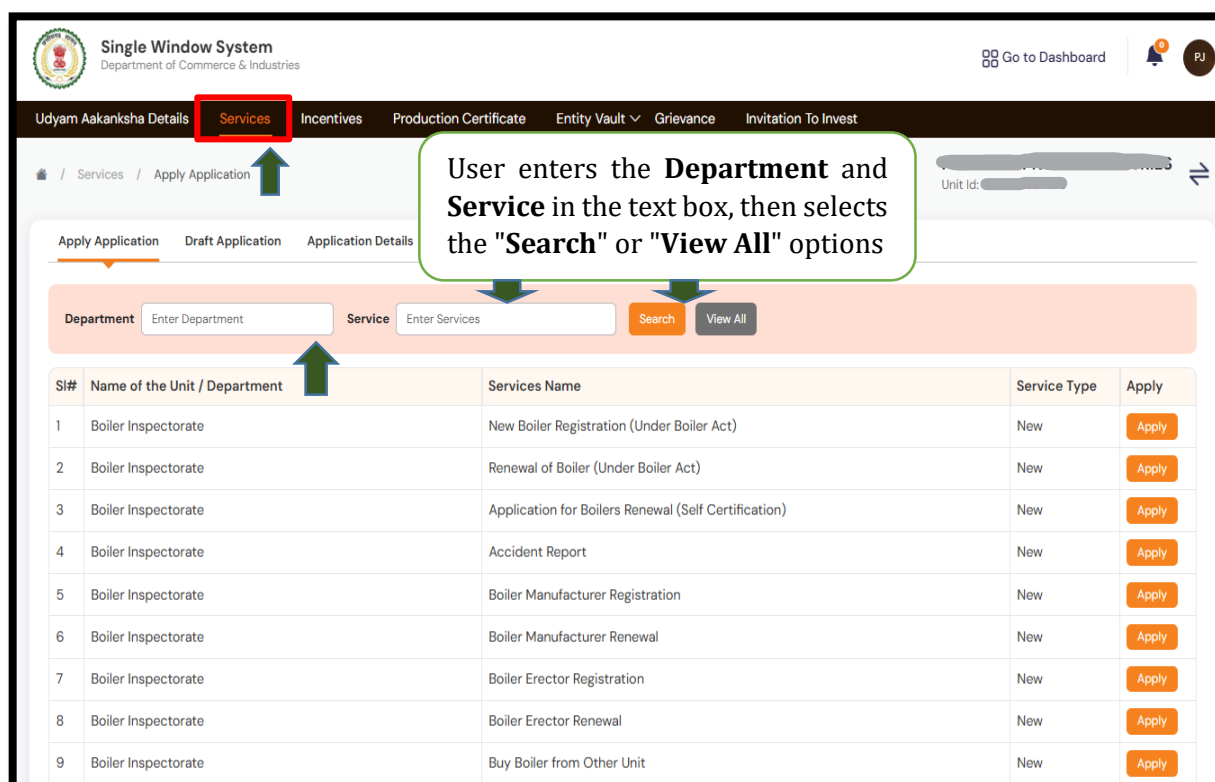


Figure 4.2: Services Screen

After clicking the search or view all options, all Excise services are displayed, as shown in **Figure 4.3**.



Single Window System
Department of Commerce & Industries

Go to Dashboard

Udyam Aakanksha Details Services Incentives Production Certificate Entity Vault Grievance Invitation To Invest

Services / Apply Application

S.No.	Department	License Name	Status	Action
17	Excise Department	forces License (F.L. 8)	New	Apply
18	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)	Renew	Apply
19	Excise Department	Bottling of Indian made Foreign liquor License(F.L. 9)	Renew	Apply
20	Excise Department	Bottling of Indian made Foreign liquor License(F.L. 9)	New	Apply
21	Excise Department	Bottling of Indian made foreign liquor by Franchisee License (F.L. 9-A)	New	Apply
22	Excise Department	Bottling of Indian made foreign liquor by Franchisee License (F.L. 9-A)	Renew	Apply
23	Excise Department	Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)	New	Apply
24	Excise Department	Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)	Renew	Apply
25	Excise Department	Supply Country Liquor (sealed bottle) to retail licensee (C.S. 1 License)	New	Apply

Unit Id: [REDACTED]

Previous 1 2 3 Next

User click the Apply option

Figure 4.3: Excise Services Screen

4.1. Supply Country Liquor (sealed bottle) to Retail Licensee (C.S. 1 License)

After clicking the "Apply" option, the screen will redirect to the **Excise Department** website. User the select License Type, Enter Unit Name, Udyam No. and other details as shown in the **Figure 4.4**.

EXCISE Payment

Log Out

Apply for Licence

Select Licence Type* F.L. 9 Licence Financial Year* 2019-2020

Unit Name* [REDACTED] Authorized person's Mobile No.* [REDACTED]

Email* [REDACTED] Enter Udyam Aakanksha No.* [REDACTED]

Licence Mode* New Renewal

☐ I have read all the documents and accept the terms and conditions

SUBMIT Close

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Figure 4.4: License Screen



4.1.1. User Registration for the Application

After submission, the webpage will automatically redirect you to the Excise e-Pay Dashboard. From there, click on Application Registration.

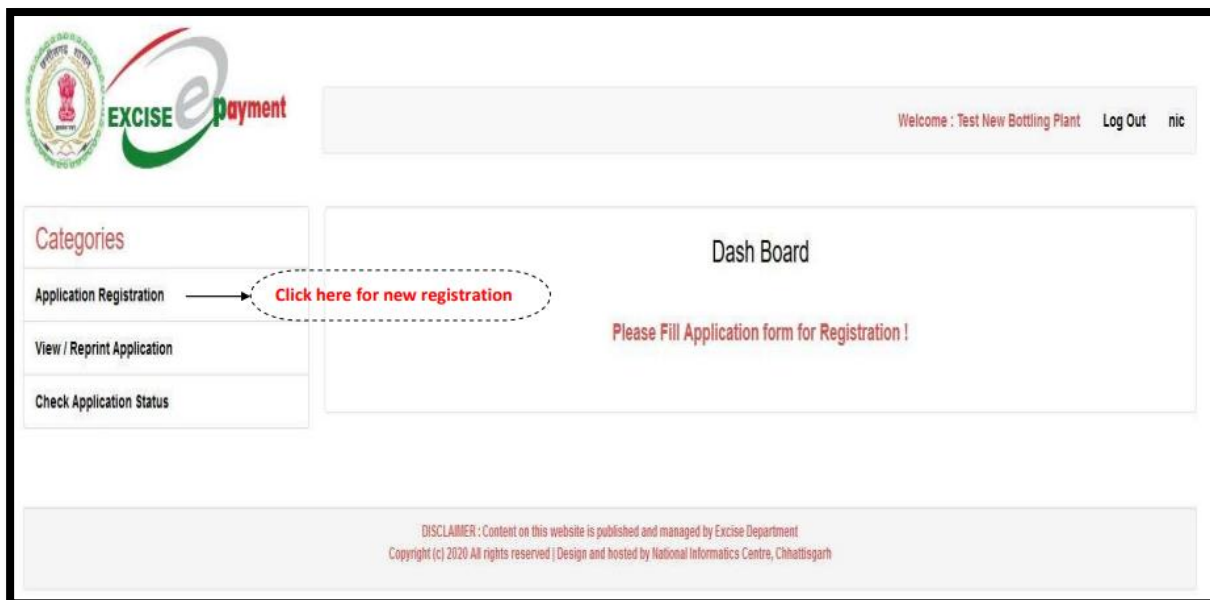


Figure 4.5: Dashboard Screen

4.1.2. User enter the Application Form

The user enters details into the Licensee Application Master, including Applicant Details, Contact Details, Unit Details, and other relevant information, and then clicks the 'Save' option, as shown in Figure 4.7.

Licensee Applicant Master			
Licence Type	C.S. 18	Current Financial Year	2019-2020
If Applicant has Already FL9 Licence*	☐ Yes ☒ No	Enter Licence No.*	
Licence Mode	☐ New ☒ Renewal	Establishment Date* (mm/dd/yyyy)	
Licence Category	☐ Individual ☐ Company ☐ Firm ☐ ILLP ☐ A.O.P	Licence Financial Year	--Select--
Applicant Details Authorized Personnel Detail Upload Documents			
Applicant Detail			
Designation *	केपनी(Company)	PAN Number *	
Company Name *		Date of Incorporation* (mm/dd/yyyy)	
		Registration Number	
Applicant Contact Details			
Applicant Street Address*		Land mark*	
		State*	--Select--
District*		Pincode*	
E-MailID*	@gmail.com	Mobile Number*	
Unit Details			
Unit Name *		Street Address*	
		District*	--Select--
Tehsil Name*			
Brewery			
Previous Experience*		Proposed Amount*	0
		Proposed place for brewery*	
Production Capacity (in Bottles)*	0	Number of Employee*	
		Foreign Help *	
Foreign currency requirement*		Raw material Details and resource*	
		Building Plan *	
Setup Time*		Other Details*	
There is a need for some special facility from the government *		Project report attached (yes or no)*	☐ Yes ☒ No
Declaration			
The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect , then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense.*			
☐ Yes ☒ No			
Save			



C.S. 1B					
Organization Type* --Select--					
Capital Structure*					
In Case of Limited Company					
Authorized* 0	Issued* 0	Paid-up* 0	Borrowing (if any)* 0		
In Case of others					
Capital* 0	Borrowing (if any)* 0	Investment Details* 0			
Fixed Asset					
Land* 0	Building* 0	Plant and machineries* 0	Other (if any)* 0		
Total* 0					
Working Capital* 0	Annual Production Capacity* 0				
Plant and machinery >*	Value of imported source plant and machinery: 0		Value of Native source plant and machinery: 0		
Raw Material required for production :	Quantity of Imported source raw material per year: 0		Price of Imported source raw material per year: 0		
	Quantity of Native source raw material per year: 0		Price of Native source raw material per year: 0		
Water and electricity required :-*	Required Information: 0		Has the necessary permission been obtained?: ☐ Yes ☐ No		
Employment oriented skills*					
Supervisors: 0	Skilled worker: 0	Non-skilled worker: 0			
Particular of Requirements*					
Dilution of Spirit: 0	Washing of Bottles: 0	Drinking & Other Misc: 0			
Declaration					
The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect, then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense..*					
☐ Yes ☐ No					

D-1					
Organization Type* --Select--					
Capital Structure*					
In Case of Limited Company					
Authorized* 0	Issued* 0	Paid-up* 0	Borrowing (if any)* 0		
In Case of others					
Capital* 0	Borrowing (if any)* 0	Investment Details* 0			
Fixed Asset					
Land* 0	Building* 0	Plant and machineries* 0	Other (if any)* 0		
Total* 0					
Working Capital* 0	Annual Production Capacity* 0				
Plant and machinery >*	Value of imported source plant and machinery: 0		Value of Native source plant and machinery: 0		
Raw Material required for production :	Quantity of Imported source raw material per year: 0		Price of Imported source raw material per year: 0		
	Quantity of Native source raw material per year: 0		Price of Native source raw material per year: 0		
Water and electricity required :-*	Required Information: 0		Has the necessary permission been obtained?: ☐ Yes ☐ No		
Technical support:-*					
Is there any foreign collaboration or technical:		☐ Yes ☐ No	The idea of acquiring knowledge is yes, how much foreign exchange is required: 0		
Time forecast:-*		Time required to obtain land, building and other place on issuance of letter of intent (in Months): 0	Required time for completion of construction work, installation of machinery and unit enforcement (in Months): 0		
Employment oriented skills*					
Supervisors: 0	Skilled worker: 0	Non-skilled worker: 0			
About Government Facilities >*					
Special facilities required from the government:		Specific feature of the scheme, if any* 0			
Row Number	Item of Manufacture	Annual Quantity(In Metric)	Capacity Value	Estimated Annual Production	
1		0	0		
Add New Row					



FL-9				
Organization Type* --Select--				
Capital Structure*				
In Case of Limited Company				
Authorized *	0	Issued *	0	Paid-up *
				Borrowing (if any)*
				0
In Case of others				
Capital *	0	Borrowing (if any) *	0	Investment Details *
				0
Fixed Asset				
Land *	0	Building *	0	Plant and machineries *
				Other (if any)*
				0
Total* 0				
Working Capital*	0	Annual Production Capacity *	0	
Plant and machinery :- *	Value of Imported source plant and machinery:		0	Value of Native source plant and machinery:
				0
Raw Material required for production :- *	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:
				0
		Quantity of Native source raw material per year:	0	Price of Native source raw material per year:
				0
Water and electricity required :- *	Required Information:		0	Has the necessary permission been obtained?:
				☐ Yes ☐ No
Employment oriented skills*				
Supervisors:	0	Skilled worker:	0	Non-skilled worker:
				0
Particular of Requirements*				
Dilution of Spirit:	0	Washing of Bottles:		Drinking & Other Misc:
				0
Declaration				
The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect, then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense..*				
				☐ Yes ☐ No

FL-9A				
Organization Type* --Select--				
Capital Structure*				
In Case of Limited Company				
Authorized *	0	Issued *	0	Paid-up *
				Borrowing (if any)*
				0
In Case of others				
Capital *	0	Borrowing (if any) *	0	Investment Details *
				0
Fixed Asset				
Land *	0	Building *	0	Plant and machineries *
				Other (if any)*
				0
Total* 0				
Working Capital*	0	Annual Production Capacity *	0	
Plant and machinery :- *	Value of Imported source plant and machinery:		0	Value of Native source plant and machinery:
				0
Raw Material required for production :- *	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:
				0
		Quantity of Native source raw material per year:	0	Price of Native source raw material per year:
				0
Water and electricity required :- *	Required Information:		0	Has the necessary permission been obtained?:
				☐ Yes ☐ No
Employment oriented skills*				
Supervisors:	0	Skilled worker:	0	Non-skilled worker:
				0
Particular of Requirements*				
Dilution of Spirit:	0	Washing of Bottles:		Drinking & Other Misc:
				0
Declaration				
The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect, then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense..*				
				☐ Yes ☐ No



W-3

Organization Type: --Select--

Capital Structure:

In Case of Limited Company

Authorized: Issued: Paid-up: Borrowing (if any):

In Case of others

Capital: Borrowing (if any): Investment Details:

Fixed Asset

Land: Building: Plant and machineries: Other (if any):

Total:

Working Capital: Annual Production Capacity:

Plant and machinery >: Value of imported source plant and machinery: Value of Native source plant and machinery:

Raw Material required for production >: Quantity of Imported source raw material per year: Price of Imported source raw material per year:

Quantity of Native source raw material per year: Price of Native source raw material per year:

Water and electricity required >: Required Information: Has the necessary permission been obtained?: ☐ Yes ☐ No

Technical support: >: Is there any foreign collaboration or technical: ☐ Yes ☐ No The idea of acquiring knowledge is yes, how much foreign exchange is required:

Time forecast: >: Time required to obtain land, building and other place on issuance of letter of intent (in Months): Required time for completion of construction work, installation of machinery and unit enforcement (in Months):

Employment oriented skills:

Supervisors: Skilled worker: Non-skilled worker:

About Government Facilities >: Special facilities required from the government: Specific feature of the scheme, if any:

Row Number	Item of Manufacture	Annual Quantity (in Metric)	Capacity Value	Estimated Annual Production
1		0	0	0

Add New Row

Figure 4.7: Application Form

4.1.3. User Upload Document Details

After successfully submitting the form, user upload the required documents and pay the application fees.

Licensee Applicant Master

Licence Type: F.L. S
 Current Financial Year: 2019-2020

Licence Mode: New Renewal
 Establishment Date: [mm/dd/yyyy]

Licence Category: Individual Company Firm H.U.F. A.O.P
 Licence Financial Year: 2019-2020

Applicant Details Authorized Personal Detail **Upload Documents**

File Name	File Type	View Documents	File Size
Pan Card	Pdf Only	Browse...	No file selected.

Click here to upload document in pdf format

Upload And Make Payment

 **EXCISE Payment**

Welcome : NEW BOTTLING Home Log Out etc.

E-Payment
Challan Reconciliation
Reprint Challan
N O C

Generate Challan

Generate New Challan

Click and Pay Fees

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(*) Mark fields are mandatory

Financial Year *	2019-2020
License Type *	F.L. 9
District *	RAIPUR
Shop Name	
Licencee Name *	NEW BOTTELING NEW BOTTELING
Licencee Address *	RAIPUR RAIPUR
Designation *	फर्म (Company)
Pan Number *	
Pincode	492001
Mobile No. *	
Email *	@gmail.com
Fees Type *	☒ Fees ☐ Penalties
Fees Name *	Application Fees
Pay Head *	0761-Other Receipts-800-0039-
Total Amount *	
Month *	-Select-
Year *	2020
Remarks(VehicleNo etc.)	
Group Name	

Pay Application Fees or License Fees

Enter Application fees in numbers

RU2HE3

Enter above code:

REFRESH CODE

Figure 4.8: License Applicant Master

4.1.4. Challan Application

After the successful payment of application fees, proceed to submit the application.

E-Payment Challan Reconciliation

Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type
	10000.0000	Application Fees
Total	0	

Final Submission

Select Challan before clicking on "Final Submission" button

Figure 4.9: Dashboard Screen

